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005 Department of Health and Social Services
006 Office of the Secretary
140 Department Policy Manual
200 1972
210 1988
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240 0.15 cf
241 in Man. Upright-2.5 box
261 Policies, rules, and regulations governing the operation of the
Department.
270 Circulated in memorandum format. Each memorandum is dated, numbered,
has a subject title, and describes the new policy. They are signed by
the Department Secretary. Memos deal with such subjects as
communications, personnel, expenditures, discrimination, staff
development, energy conservation, contracts, Delaware Sunshine Law,
tobacco use, AIDS, organizational chart, and patient relations.
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 needs sorting
 needs unfolding
 needs foldering/reboxing
 other:
330 Arranged numerically by policy number
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332 Typewritten.
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360 Fair condition with acid and storage damage.
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390 Item list at beginning of manual.
420 2002108
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990 July 24, 2002.
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